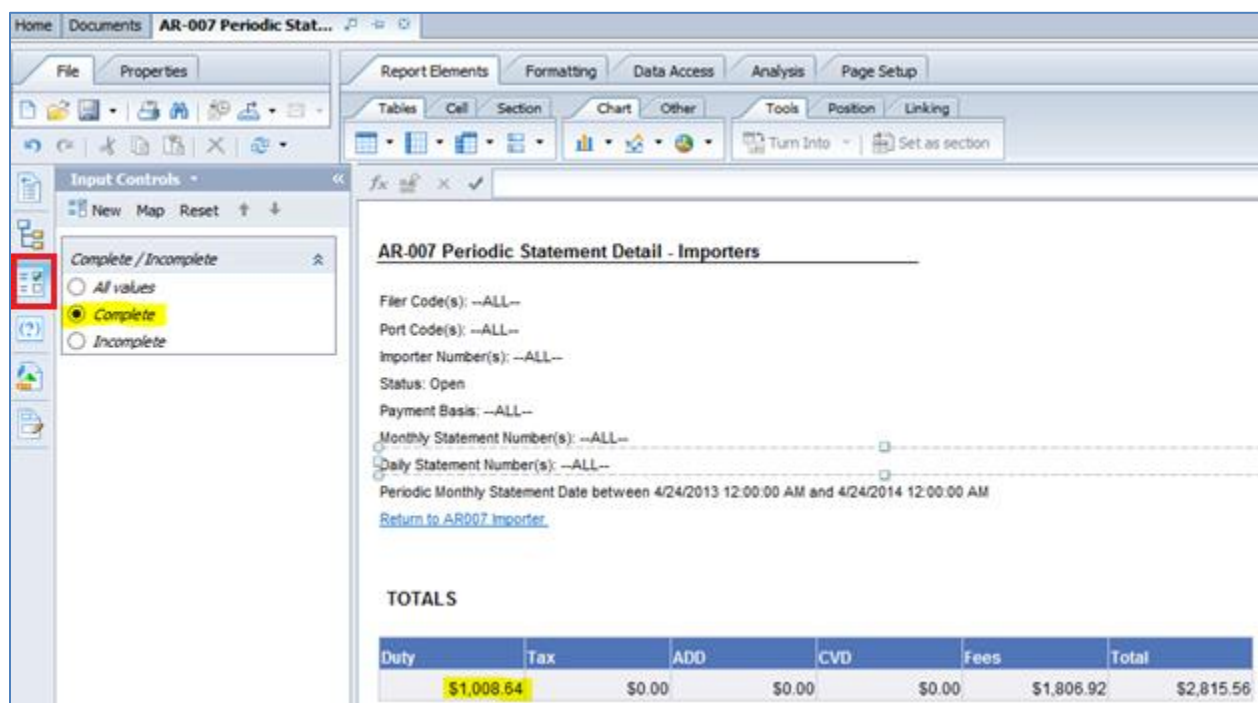# Using Input Controls in ACE AR-007 Reports

Login to ACE Reports and run a public AR-007 report

Step 1

Once the report has loaded, click the **Input Control** icon located on the left side of the screen (boxed in red below)

Note: The default setting of the control is **Complete** (highlighted below); the records displayed in the report results are tied to this filter

Step 2

Click the **All values** or **Incomplete** radio buttons to view a different data set; the values on the report results will adjust based on the control option selected (highlighted below)

Or

Note: Input controls affect the current tab of the report you are viewing and not the data displayed on other report tabs. Reports exported to Excel will display only what was selected in the **Input Control**, however, exporting query results in other formats (i.e., CSV) will export all available report values regardless of the **Input Control** setting.